



EBA Chapters

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EBA Chapter Guidelines

The Energy Bar Association (“Association”) Officers and Board of Directors are seeking to strengthen the chapters and enhance communications between the chapters and the Association. To that end, draft chapter guidelines were developed to address certain governance, coordination, and meeting issues and were then discussed with the chapters. Based upon the consensus of opinion among the chapters and the Association, the Association is issuing these EBA Chapter Guidelines to “provide for close coordination” between the chapters and the Association, as fostered in each of the chapters’ charters:

1. Governance: The chapters should follow the same governance processes as are followed by the Association. Of particular interest is greater access and opportunity for involvement in the nomination and election processes. Each chapter’s committee on nominations should solicit nominations for all open positions by mail, fax, or e-mail to all chapter members with the assistance of the EBA administrative staff approximately 75 days prior to the chapter annual meeting. The solicitation for nominations should include a description of the duties and responsibilities of each open position and a description of the nomination and election processes. Nominations should be requested by a specified date approximately 50 days prior to the annual meeting. The list of officers and directors nominated by the committee on nominations should be transmitted by mail, fax, or e-mail to all chapter members at least 30 days prior to the chapter annual meeting, should state the day, time and place of the chapter election, and should state that nominations will be taken from the floor. In selecting candidates the committee on nominations should bear in mind the Association’s diversity policy as well as the importance of geographic diversity in the chapter’s officers and directors.

2. Coordination: In order to facilitate communication and coordination between the chapter and the Association, the chapter charters currently provide for the Chapter President to receive “advance notice of all meetings of the Board of Directors of the Association” and to participate in the deliberations at such meetings. Most of the chapter charters also provide for the Chapter President or a designee to be named an ex-officio member of the Association’s Program Committee and provide that the President of the Association may appoint an officer of the Association to serve as a nonvoting, ex-officio member of the Chapter.

The Chapter Presidents are encouraged to attend Association Board meetings either in person or telephonically. To facilitate

coordination of national and regional meetings and programs with respect to scheduling, content and speaker invitations, the Association Board expects each Chapter President or a designee to coordinate with the Association's Program Committee and the Chapter liaison throughout the process of planning a chapter meeting or program.

To further facilitate communications between the chapters and the Association Board and among the various chapters, the Association President may appoint an Association Board member, who is neither a chapter officer nor director, to act as liaison to each chapter. The role of each chapter liaison will include providing timely communications between the chapter and the Association Board regarding the scheduling and coordination of various meetings, programs, and activities of the chapters and of the Association, with the goal of avoiding scheduling conflicts that may unduly burden the resources of the Association. The liaison also will be available to support the efforts of the chapter to ensure greater access and involvement of chapter members in chapter activities, including the nomination, elections and governance processes, and will serve as an ex-officio member of the Chapter's committee on nominations. Chapter officers and directors must of course be EBA members.

Finally, it shall be the responsibility of the Association Vice President to consult with each chapter's officers on a regular basis; to provide a report on the chapters' activities at each meeting of the Association Board; to coordinate chapter meetings with the chapters, the Association Program Committee, and chapter liaisons; and to serve as the Association's point of contact with respect to all chapter matters.

3. Chapter Meetings: As indicated above, the Association is seeking to increase communication and coordination in several areas, including chapter meetings. In addition, it is important for multi-state chapters to solicit and consider chapter member input on venue options for meetings and programs and to consider rotation of the venue of chapter meetings and programs among the principal geographic areas served by each chapter, when feasible to do so. Also, all chapter meetings and programs are expected to be financially self-sustaining; the Board will review and approve all chapter meeting and program budgets with this criterion in mind. EBA attorneys may sponsor receptions and other social activities that are held in connection with chapter meetings, but such sponsorship shall be limited to an identification of the sponsors on the chapter event brochures and invitations.



EBA Chapters Formation Guidelines

ENERGY BAR ASSOCIATION
BOARD GUIDELINES FOR FORMATION OF A NEW CHAPTER

Pursuant to Article XII of the By-laws of the Energy Bar Association (EBA or Association), the Board may authorize the creation of chapters of the Association and shall issue charters which will establish the terms of the governance of the chapters and specify their relationship with the Association. In making such determination, the Board shall review the Application for the applicant Chapter and consider the recommendation of the Association President, as well as the following factors:

1. The ability to further the mission of the Association;
2. the ability of the Association to sustain a new Chapter, including geographic scope, existence of related organizations in the same geographic region, experience leading voluntary associations and meetings, active involvement of applicants in the Association, and outreach plan for the proposed Chapter; and
3. the impact of the proposed new Chapter on the Association, including the impact on the existing Chapters, the Association's administrative office, and the Association's revenues.

The decision of the Board shall be communicated by the President to the applicant(s) for the proposed Chapter.

**ENERGY BAR ASSOCIATION
NEW CHAPTER APPLICATION FORM**

1. Introduction

1.1 Overview of the Energy Bar Association

The Energy Bar Association (EBA or Association) is a non-profit voluntary association of attorneys, non-attorney professionals, and students, whose mission is to promote the professional excellence and ethical integrity of its members in the practice, administration, and development of energy laws, regulations and policies. The EBA is an international, non-profit association of members active in all areas of energy law. It has approximately 2600 members, six formal chapters across the U.S. and an increasing number of members across the United States and Canada.

1.2 Procedure for Application to Form a New Chapter

1.2.1 The Application form and a proposed Charter for the applicant Chapter must be submitted on behalf of at least twenty-five (25) EBA members in good standing to the Association's President, Vice-President, Chapter Liaison(s) for the affected Chapter(s), and Executive Director.

1.2.2 Within 30 days of receipt of the Application, any additional information necessary in order to review the Application should be requested from the applicant. Responses to such requests should be provided within 30 days of receipt of the request.

1.2.3 The Association President will consult Board members as the President deems necessary and make a recommendation to the entire Association Board within 30 days of receipt of a completed Application. The EBA Board will consider the Application and provide a determination to the President, who will communicate the Board's decision to the applicant(s).

1.3 Evaluation Criteria

The Board of the Association will determine whether to approve the Application to form a new Chapter based on the following criteria, and other criteria at the Board's discretion:

1.3.1 The ability to further the mission of the Association;

1.3.2 the ability for the Association to sustain a new Chapter, including geographic scope, existence of related organizations in the same geographic region, experience leading voluntary associations and

meetings, active involvement of applicants in the Association, and outreach plan for the proposed Chapter; and

- 1.3.3** the impact of the proposed new Chapter on the Association, including the impact on the existing Chapters, the Association's administrative office, and the Association's revenues.

2. New Chapter Questionnaire

2.1 Association Mission and Purpose

Applicants for a new Chapter should thoroughly review the EBA mission and purpose, as well as the EBA Chapter Guidelines and information regarding existing Chapters on the EBA website. The new Chapter will be expected to conform to and advance the Association's mission. The application should respond to the following.

2.2 Contact Information

- 2.2.1 Provide the name, current employer, address, work telephone and email address of one primary and one secondary representative for the applicant Chapter.
- 2.2.2 Provide the name, current employer work telephone and email address of at least twenty-five (25) active Association members on whose behalf the Application is being submitted.

2.3 Information Regarding the Proposed New Chapter

- 2.3.1 What is the geographic scope of the proposed Chapter (e.g., specific city, region, states, as applicable)?
- 2.3.2 Identify any energy-related organizations in the region of the proposed Chapter.
- 2.3.3 Describe discussions that have been held with the Association or leadership of other EBA Chapters regarding the creation of the new Chapter, including the impact of the proposed new Chapter on the existing Chapters, the Association's administrative office, and the Association's revenues.
- 2.3.4 Describe any defining characteristics or proposed activities of the proposed Chapter which cannot be met by an existing Chapter in the same region(s).
- 2.3.5 Identify the potential officers of the proposed Chapter and describe those persons' experience leading voluntary associations and/or prior involvement in the Association.
- 2.3.6 Describe the types of events, activities and/or initiatives of the proposed Chapter.

2.3.7 Provide a plan for outreach to promote the new Chapter, including identification of energy companies, state agencies and/or other organizations which could provide a source for members and joint programs for the proposed Chapter.

2.4 Additional Information

Provide any additional information that should be taken into account in reviewing the Application.

3. Certification

The primary and secondary representatives listed in section 2.2.1 above each will execute the following certification:

We, the undersigned, certify that we are current members of the EBA in good standing. We have read the EBA's mission and Chapter information on the EBA website. This Application is submitted in good faith and we request recognition from the Board of Directors and approval of our Charter.

Representative Name

Representative Name

Signature

Date

Date